



# Oakwood Booking Form



Name of Group: .....

Address: .....

.....

.....

Group Leader: .....

Tel: Work: ..... Tel: Home: .....

Mobile no ..... Fax no: .....

e-mail: .....

Preferred course dates: .....

	Male	Female
No. of students/guests		
No. of accompanying staff		

I have read and agree to the terms & conditions on this form  (tick)

I enclose a deposit of £ .....

Signature: .....

Name: ..... Date: .....

Please return this form with your deposit. All cheques payable to Bendrigg Trust



## Bendrigg Trust

(registered charity no 508450)

### Terms and Conditions of Acceptance of a Booking

(Please detach and retain)

#### Booking and Payments

1. A booking will be considered firm upon receipt of this completed form. A non-refundable deposit of 20% of the total course cost (including VAT) should be included with this form, or an invoice can be issued by request.
2. Non receipt of deposit will be regarded as cause for Bendrigg to cancel your booking.
3. The balance of payment will be due 2 months' prior to the start of the course.

#### Cancellations

1. A refund of 80% of the total course cost (including VAT) will be given if 2 months' notice is given. The refund will be 40% if 1 month's notice is given. Any shorter notice of cancellation is not eligible for any refund.
2. Bendrigg Trust reserves the right to cancel a booking in circumstances which amount to a 'force majeure'. All monies paid to the Trust in respect of the booking will be refunded in full.
3. No refund can be made in respect of a course terminated before the due departure date.

#### Other

1. Medical and Consent forms must be completed and signed by all participants on a course and sent in advance to the Trust. For group members under the age of 18 these must also be signed by a parent or guardian.
2. All medical conditions, ailments and allergies of group members and leaders must be declared on the Medical and Consent forms. Group leaders are responsible for managing such medical conditions.
3. Group leaders have a 'duty of care' for members of their group who are under 18.
4. Group leaders must accept the responsibilities listed on the separate sheet entitled 'The Role of Visiting Staff whilst at Bendrigg'.
5. Groups must include staff of the appropriate numbers and competence, commensurate with the circumstances of the group, to be able to fulfil these responsibilities.
6. Whilst the Trust will take all reasonable steps to ensure safety, the Trust accepts no liability in respect of loss or damage to property or injury to persons.
7. No pets are permitted, other than guide dogs for the blind and deaf.
8. The Trust reserves the right to terminate any booking by visitors failing to meet these terms and conditions.

The Principal, Bendrigg Trust, Old Hutton, Kendal, Cumbria LA8 0NR

tel: 01539 723766 fax: 01539 722446

e-mail: office@bendrigg.org.uk website: bendrigg.org.uk